

6 March 1961

MEMO TO: Chief, Records Management Staff

SUBJECT: Survey of Office of Security Index Card File

A. PROBLEM:

At present the Index cards are searched and filed by about 13 girls while another 6 girls help them and do other phases of the name check procedure. Over a million cards are in some 1,000 small "Safe-T-Stack" file drawers 4 to 6 high. Most of these drawers are over 10 years old and some have tipped over on occasions, endangering personnel and the Index itself. More efficient equipment and procedures are needed for the Index in the new building.

B. SPACE:

Proposed space in new building:

Total for Index Office is	35 x 65	or	2,275 sq.ft.
The Desk Area is	15 x 65	or	975 sq.ft.
The Index Area is	20 x 65	or	1,225 sq.ft.
(less 5x15 closet)			

C. NEED:

New file equipment is needed for the 1,200,000 cards which fill 11,800 inches (about 980 feet) of files in 1,022 drawers of files. Also provide for expansion to at least 1,300,000 cards, about 13,000 inches.

D. PLAN:

Before a final selection and layout of equipment can be made I suggest a study of the work procedures of the Index Staff.

At present I feel a plan of Ten Work Stations would work better than the current method of everyone searching and filing everywhere in the Index. Each Work Station would handle about 10% of the Cards and Work Load.

E. EQUIPMENT:


Attached is a list of 16 different kinds of card filing equipment in three major categories. Each is illustrated with details in the booklets also attached. These items are compared in general terms without detailed fractions or subtraction of the 10% discounts given on Federal purchases.

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Records Management Analyst

STAT

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	INITIALS	DATE
1		<i>File Security</i>	
2			
3			
4			
5			
6			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

Joe:

Attached is  reply to 
 memo requesting information on the Security Records Division.

Vince's brief transmittal at the front of the report explains his many attachments which I'm sure will be very useful during any future study of SRD for ADP or mechanization installations.

A copy of this compilation of information will be sent to Col. Edwards for use in his SRD.

Vince spoke with  sometime ago about his Survey findings, however, please call if we can assist.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE

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